



VETERANS AFFAIRS, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	VETERANS AFFAIRS, DEPARTMENT OF	RELEASE DATE:	Wednesday, December 3, 2008
POSITION TITLE:	CEA, LEVEL 4, DEPUTY SECRETARY (FARM AND HOME LOAN PROGRAM DIVISION)	FINAL FILING DATE:	Wednesday, January 7, 2009
CEA LEVEL:	CEA 4	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,018.00 - \$ 9,939.00 / Month	BULLETIN ID:	12022008_6

POSITION DESCRIPTION

PLEASE NOTE: **VETERAN ELIGIBILITY****EFFECTIVE JANUARY 1, 2009,** veterans & veterans are eligible to apply. To qualify under this eligibility criteria, you must be a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

Under the direction of the Agency Secretary, the Deputy Secretary manages plans, organizes, and directs the administrative functions and programs of the Farm and Home Loan Program Division. This includes the Bond Finance and Investment Program, Collections and Foreclosure, Loan Servicing Operations, Loan Processing Operations and the Farm and Home Operating Budget functions. These functions and programs are managed through subordinate staff throughout multiple facilities state-wide.

- Exercises full management and supervisory responsibility over the Farm and Home Loan Program Division and its associated programs and functions. This includes policy formulation and implementation as it relates to the Farm and Home Loan Program and the mission of the Agency's Strategic Plan.
- Serves as a member of the Agency's executive management team. Makes agency-wide decisions regarding goals and objectives of the Farm and Home Loan Program Division.
- Provides a full range of responsibility and oversight of the Agency's Cal-Vet Loan Program products, services, business and succession planning. This includes overseeing the operating budget and ensuring the needs of the veterans while maintaining the solvency of the program.
- Plays a key role in proposing new legislation (both state and federal) and setting policy as it pertains to the Cal-Vet Loan Program services and policies statewide and across multiple programs. Specific

policy role includes implementation, administration and determination of all policies relative to bond finance and investments, loan processes, services and operations.

- Represents the Secretary in various forums with the Governor's executive staff, Legislature and legislative staff, departmental directors, high-level State management, departmental management, senior representatives of all control agencies including the Department of Finance, State Treasurer's Office, Veterans Board, Veterans Finance Committees, insurance providers, public accounting firms/auditors, industry boards and groups, veteran organizations, bond counsel, financial consultants, rating agencies, and other entities outside of the State government system on matters pertaining to all levels of service and policy direction for the agency.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- 1.** Broad administrative or program management experience with substantial participation in the formation, implementation, operation and/or evaluation of program policies and procedures with emphasis in the areas of home loan marketing/processing/servicing, bond finance and investments, customer service, and risk management. Experience gained through CalVet Farm and Home Loan program, other State housing agencies, or the private banking and mortgage industry is highly desirable.
- 2.** Extensive experience which includes substantial responsibility for a combination of high level management functions such as strategic planning, policy formulation, organizational coordination and control, and fiscal operations on statewide issues. High level experience in a State housing or home loan agency or in the private mortgage and banking industry with statewide responsibilities is highly desirable.
- 3.** Experience including the oversight of the California Department of Veterans Affairs, Farm and Home Loan Program, Bond Finance and Investments Program, Loan Servicing Operations, and Loan Processing Operations, other State housing Agencies, or in statewide or national banking and mortgage industry is highly desirable.
- 4.** Extensive knowledge of the Agency, and the functions of the California State Government including the organization and practices of Legislative and Executive Branches, and organization and functions of the California Department of Veterans Affairs.
- 5.** Broad understanding of the Agency's strategic goals and mission, and specifically those that pertain to the Farm and Home Loan Program and Bond Finance and Investment Program service

needs.

6. Experience which demonstrates the ability to represent the Secretary in various forums with the Governor's executive staff, Legislature and legislative staff, departmental directors, high-level State management, departmental management, senior representatives of all control agencies including the Department of Finance, State Treasurer's Office, Department of Personnel Administration, Veterans Board, Veterans Finance Committee, insurance providers, public accountants, firms/ auditors, industry boards and groups, veteran organizations, bond counsel, financial consultants, rating agencies, and other entities outside of the State government system on matters pertaining to all levels of service and policy direction for the agency.

PERSONAL CHARACTERISTICS

Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of CDVA's strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA, LEVEL 4, DEPUTY SECRETARY (FARM AND HOME LOAN PROGRAM DIVISION)**, with the **VETERANS AFFAIRS, DEPARTMENT OF**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed above, and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

FILING INSTRUCTIONS

APPLICATIONS must be received by 5:00 p.m. on January 7, 2009. Any applications received after 5:00 p.m. on this date, including those postmarked on this date will not be accepted. In addition, faxed and emailed applications will not be accepted. Questions concerning this examination should be directed to Kathy Vagg at (916) 653-1799.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and

qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length with a font no smaller than 10 pitch.

- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

VETERANS AFFAIRS, DEPARTMENT OF, HUMAN RESOURCES DIVISION
1227 O STREET, ROOM 404, SACRAMENTO, CA 95814
KATHY VAGG | (916) 653-1799 | kathy.vagg@cdva.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The VETERANS AFFAIRS, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>